



Petworth Town Council

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11 March 2015

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 17 MARCH 2015** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Becca

Mrs Rebecca Knifton ACILEx
TOWN CLERK

Agenda

1. Apologies for absence

2. Declarations of interest

To receive from Members declarations of Pecuniary and non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

3. Minutes of the previous meetings

To approve and sign the minutes of the meeting dated 17 February 2015

APPENDIX A

4. Matters arising not already on this Agenda

To include:

- A G Langham
- Austens Invoices
- Stonemasons
- Letter from HMRC
- Annual Return and Internal Audit

5. Grant Request

To consider the recent grant request from Victim Support

6. Receipts

Gianetti	20.00	Allotment Rents
WSCC - Operation Watershed	1,320.00	Hampers Common Maintenance
Trevi Inns	160.00	Petworth Pages Adverts
Remnant	16.75	Allotment Rents
Crocombe	20.00	Allotment Rents

7. Invoices for approval

12/03/2015	Austens	5.18	Xmas Event
12/03/2015	Naldrett	497.50	Rosemary Gdns/Hampers Com Contract Office
12/03/2015	Austens	25.14	Expenditure
12/03/2015	Naldrett	200.00	General Maintenance
12/03/2015	KCS	28.03	Photocopier
12/03/2015	G Chandler	1,584.00	Hampers Common Maintenance
12/03/2015	Glasdon	774.00	General Maintenance
12/03/2015	R Knifton	13.72	Expenses/Postage
12/03/2015	Post Office Ltd (HMRC)	505.39	Clerk's Salary
12/03/2015	R Knifton	1,083.85	Clerk's Salary

8. Accounts January

To note the monthly report presented by the Chairman and to discuss the current financial situation.

9. Standing Orders

To consider the amended Standing Orders.

To be circulated as a room document.

10. An opportunity for members to raise matters not already on this agenda

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 17 FEBRUARY 2015 IN THE TOWN COUNCIL OFFICE AT 7 PM

Cllrs Present: Mr Alan Copus (Finance Chairman) Mr Neville Fox
Mr Chris Kemp Mrs Juliet Fynes
Mr Rawden Rogerson Dr Rosa Pawsey

In attendance: Town Clerk, Mrs Rebecca Knifton

F/7/15 Apologies for absence

None.

F/8/15 Declarations of Interest

None

F/9/15 Minutes of the previous meetings

a) To approve and sign the minute of the meeting date 9th of December 2014

Proposed by Cllr Rogerson and seconded by Cllr Copus.

RESOLVED

RECOMMENDED that the minutes of the previous meetings are approved by Council and are signed by the Chairman.

b) To approve and sign the minute of the meeting date 6th January 2015

NOTED that Cllr Rogerson had not been in attendance.

Proposed by Cllr Fynes and seconded by Cllr Copus.

RESOLVED

RECOMMENDED that the minutes of the previous meetings are approved by Council and are signed by the Chairman.

F/10/15 Matters Arising

- A G Langham – The matter is ongoing. No clarification for receipt of the invoice has yet been received.
- Austens Invoices – Austens have been contacted by the Clerk and they are investigating as to what the Council's current balance is.
- Precept – The Clerk has submitted the precept request which has been accepted.
- Insurance Policy – Deferred. **NOTED** that the Christmas lights must be revalued and added to the Policy.

F/11/15 Direct Debits and Standing Orders

- Direct debit for the laptop guarantee in 10 monthly payments was **AGREED**
- Direct debit for the website was **AGREED**
- Standing order for the Clerk's salary starting from April was **AGREED**

All electronic payments were proposed en mass by Cllr Kemp and seconded by Cllr Rogerson.

RESOLVED

RECOMMENDED that electronic payments are approved by Council.

F/12/15 Grant Request and S106

- Grant request from the Samaritans – **ACTION:** The Clerk to write to them explaining that their request has come in right at the end of the financial year but that PTC will consider their application in the next financial year.

- s106 request from the Over 60's Day Centre – **ACTION:** The Clerk to write to the Over 60's Day Centre and request clarity on their application to make sure it is not for maintenance and to ask if they will undertake a building survey.

F/13/15 Receipts

Eldridge	05/02/2015	40	Allotment Rents
Scammel	05/02/2015	40	Allotment Rents
St Oswalds Surgery	05/02/2015	240	Pet Pgs Adverts
Walker	05/02/2015	7	Allotment Rents

NOTED

F/14/15 Invoices for approval

Post Office Ltd (HMRC)	505.39	Clerk's Salary	Tax and NI - Feb
Mrs R Knifton	16.17	Expenses/Postage	Expenses and phone calls
Mrs R Knifton	1083.85	Clerk's Salary	Salary - Feb
Viking	14.84	Office Expenditure	Jotta Pads - Inv: 19599
CDC	128.88	Insurance	Building Blanket Insurance
Viking	106.14	Office Expenditure	New Phone for Office + Ink
Khameleon	30	Bus shelter	Bus Shelter Cleaning
Abraxus Lighting	1468.8	Xmas Event	New Christmas tree lights
Southern Water	55.28	Allotments Lease and Water	Water for Station Road
The Leconfield Estate	19.61	Allotments Lease and Water	Water for Leconfield Leased Allotments
		Rosemary Gdns/Hampers	
Naldrett	995	Com Contract	Contract Maintenance
Austens	20.24	General Maintenance	Labels and Cabel Ties
Physio Control UK	1292.4	Contingency	De-fib Cabinets
John Robbins	22.88	Allotments Maintenance	Allotment Labels
Mr R Welch	150	Xmas Event	PA System

NOTED that the payment to Southern Water appeared to be a high for the time of year.

ACTION: Cllr Robbins to check the meter.

ACTION: The Payment to the Leconfield Estate appeared to be for the same water bill as above. The Clerk to check.

NOTED that the Grant from the Martin Dallon fund has yet to be received.

ACTION: The Clerk to contact Shona Turner at CDC to get an updated breakdown of what monies are left in the s106 pot.

Additional payments:

Fiona Kemp	43.76	43.76	Xmas Event
Microsomma	96.00	96.00	Website – Cloud
Hennings	82.24	79.26	Xmas Event
R Knifton	8.49	8.49	Expenses/Postage

There then followed much conversation regarding the following payment to the PBA in relation to the Petworth Pages.

PBA 980.00 Petworth Pages Printing/Expenses

It was **NOTED** that several payments had been mislaid by Cllr Fynes in the first half of 2014.

Cllr Copus had investigated the matter and stated the following:

The missing cheque from St Oswalds had been cancelled, reissued and is now banked.

The missing payment from Rosewarnes has not yet been reissued.

Two further cheques are still missing with one of those cheque payees confirming that the cheque had been cashed but there was no record of it being paid into the Council's Bank Account.

Cllr Fynes explained that people would send their cheques to the Town Council Office and the previous Clerk would bring the sealed envelopes straight to Cllr Fynes. Cllr Fynes would then issue a receipt slip and hand the cheque back to the previous Clerk for her to pay in.

NOTED that there is still a missing payment of £120 plus an additional payment to be made by PTC of £30 to the PBA.

It was **RECOMMENDED** that due to this error, the Council will write off the £120 and the shortfall of £30 will be paid by PTC, giving a total of £150.

Proposed by Cllr Copus and seconded by Cllr Kemp.

RESOLVED

RECOMMENDED that this be approved by Council.

The reimbursement to Cllr Pawsey for the website for £71.86 was **AGREED**. It was **NOTED** that she should not have set this up in her name but that she had been informed that the Council could not set up direct debits. **NOTED** that a direct debit had already been set up for the Talk Talk account.

ACTION: The Clerk to deal.

All of the above payments were proposed en mass by Cllr Rogerson and seconded by Cllr Kemp.

RESOLVED

RECOMMENDED that these be approved by Council.

Cllr Fynes requested to leave the meeting as she had become unwell. Granted.

F/15/15 Accounts January

Noted

F/16/15 An opportunity for members to raise matters not already on this agenda

None

Meeting closed – 8.40pm

Signed.....
Chairman

Dated.....